Chapter 3 PERSONNEL INJURY/DEATH/OCCUPATIONAL ILLNESS REPORTING PROCEDURES REPORT SYMBOL OPNAV 5102-1 (PID)

301. REPORTABLE INJURY/FATALITY/OCCUPATIONAL ILLNESS

a. <u>Basic</u>. Any injury, fatality, or occupational illness which results in one or more of the following shall be investigated and reported per this instruction.

(1) Fatality

- (2) <u>Lost Workday Case</u> is a lost time case which prevents a military person from performing regularly established duty or work for a period of 24 hours or more, subsequent to 2400 on the day of injury or onset of illness; or causes a civilian employee to miss work for a full shift on any day subsequent to the day of injury or onset of illness.
 - (3) Man Overboard. All cases.
- (4) <u>Electric Shock</u>. All cases afloat; any case ashore resulting in medical treatment or attention and any case ashore resulting from equipment design deficiency.
- (5) <u>Chemical or Toxic Exposure or Oxygen Deficiency</u>. All cases requiring medical examination or attention.
- (6) <u>Termination of Training</u>. Any student mishap at a training command that results in termination of training shall be reported by the training command.

b. Other

- (1) <u>Fatalities and Lost Workday Injuries</u> which result from Explosive Mishaps Chapter 5.
- (2) <u>Fatalities and Lost Workday Injuries</u> which result from Motor Vehicle Mishaps Chapter 6.
- (3) <u>Fatalities and Lost Workday Injuries</u> which result from Diving Mishaps Chapter 8.

FOR MILITARY PERSONNEL, THE ABOVE CATEGORIES ARE REPORTABLE FOR EITHER ON-DUTY OR OFF-DUTY MISHAPS. FOR CIVILIAN PERSONNEL, THE ABOVE CATEGORIES ARE LIMITED TO OCCUPATIONALLY RELATED MISHAPS. THE NUMBER OF LOST WORKDAYS DOES NOT INCLUDE THE DAY OF INJURY OR ONSET OF ILLNESS, OR ANY DAYS WHICH THE PERSON WAS NOT SCHEDULED TO WORK; E.G., SATURDAYS, SUNDAYS, OR HOLIDAYS.

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(NOTE: RECREATIONAL DIVING MISHAPS INVOLVING HYPERBARIC TREATMENT ARE REPORTABLE PER CHAPTER 8.)

- c. <u>U.S. Marine Corps/U.S. Marine Corps Reserve</u>

 <u>Personnel</u>. Cases of injury or fatality which meet the criteria of paragraph 301a are reportable under the following conditions:
- (1) Those sustained in an aircraft mishap shall be reported per paragraph 30lg(1) by the appropriate USMC commanding officer or officer in charge.
- (2) Those sustained while embarked in a Navy or Military Sealift Command vessel (e.g., embarked landing force) shall be reported per this instruction by the commanding officer or master of the vessel in which embarked. Those reports shall be in addition to any reports required by Marine Corps regulations.
- d. Navy Personnel Assigned to Other DOD Components. To avoid duplicate reporting of Navy military personnel regularly assigned to another DOD component, injuries and occupational illnesses shall be reported by the organization of assignment rather than the parent Navy command.
- e. <u>Contractor Mishaps</u>. Mishaps caused by contractor operations that result in reportable injury or occupational illness to military or on-duty civilian personnel shall be reported per this chapter by the Navy activity to which the injured is locally assigned.
- f. <u>Special Cases</u>. A mishap causing injury or death to any person, including Navy military dependents, not otherwise defined which occurs because of Navy operations on or off a Navy installation or aboard ship is reportable under this instruction.

q. Exceptions

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(1) Aircraft Mishaps. All injuries that result in at least one lost workday and occur while personnel (civilian or military) are directly involved (working in or on, boarding, running into, etc.) with aircraft assigned to an operational unit are reportable as a ground or flight related mishap under OPNAVINST 3750.6Q (NOTAL). Unit aviation safety officers can assist in the determination.

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- (2) Other Exceptions. The following occurrences are not reportable under this instruction but are reportable as appropriate in the case of military personnel under MILPERSMAN 4210100 and in the case of on-duty civilian deaths under CMMI 790:
- (a) Adverse medical reactions resulting directly from the use of medications.
- (b) Injuries sustained prior to employment or preexisting disorders unless specifically aggravated by current employment.
- (c) Poisoning caused by specific organisms or toxins identified by competent medical authority as Class 1 infective or parasitic diseases.
- (d) Hospitalization for observation or administrative reasons not related to the immediate injury.
- (e) Attempted or consummated suicide or intentionally self-inflicted injuries. (Except in cases of deliberate man overboard.)
- (f) Injuries or death caused by attempted or consummated homicide.
- (g) Injuries or death resulting from altercations, attack, or assault incurred in the performance of official duties where an attack or assault would not be a felony; such as, a nurse assaulted by a patient in a mental institution.
 - (h) Injuries that result from:
 - 1. Preexisting musculoskeletal disorders; or
- 2. Minimum stress and strain (simple, natural nonviolent body positions or actions as in dressing, sleeping, coughing, or sneezing). They are injuries unrelated to accident-producing agents or environments normally associated with active participation in daily work or recreation.
- (i) Injuries or fatalities to persons in the act of escaping from or eluding military or civilian custody or arrest.

- (j) Death caused by natural causes as determined by competent medical authority to be unrelated to the work environment.
- (k) Injuries or deaths resulting from off-duty assaults.

302. REPORTING PROCEDURES

a. Responsibility. The commanding officer, officer in charge, or master of ships or shore activities shall require the investigation and reporting of all reportable injuries, fatalities, and occupational illnesses occurring within their command or involving personnel attached to their command. When a person is injured or killed at a location remote from his or her parent command, the naval activity nearest the scene will notify the parent command involved and will investigate and report the mishap using this instruction unless relieved of this responsibility by the parent command or higher authority. The final responsibility for ensuring that the report is submitted rests with the parent command.

b. Submission of Reports

(1) General. Reports are to be unclassified and marked FOR OFFICIAL USE ONLY, unless classified information is included. See SECNAVINST 5720.42D for the proper marking and release of FOR OFFICIAL USE ONLY documents. Classified information shall be included only when essential to determination of cause factors, or otherwise necessary to understand the circumstances of the mishap.

(2) Mishap Reports

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- (a) The message format of Appendix A is to be used for all reports of personnel injury or death investigations conducted in accordance with this chapter. Since that is the same format as that used to report material (property) damage investigation reports, it may be necessary to omit some sections. A NAVGRAM or letter using the message format may also be submitted. Regardless of how they are sent, reports must be released to the Naval Safety Center within 20 calendar days. Use of a NAVGRAM to submit routine mishap reports is highly recommended.
- A) (b) <u>Mishap Severity Class A and B</u>. Reporting activities shall include their chain of command as information addressees on mishaps meeting the reporting threshold for a Class A or B mishap. Information

addressees shall ensure the information in the reports is used for mishap prevention efforts as discussed in paragraph 201a(1). Requests for release of mishap information will be handled in accordance with paragraph 206.

(3) <u>Priority Message Reports</u>. A priority message report must be made within 24 hours to the Chief of Naval Operations (CNO) (OP-45) and the Naval Safety Center with information copies to chain of command addressees, when any of the following occurs:

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- (a) Any occupational (on-duty) mishap which is fatal to one or more Navy personnel up to six months after date of occurrence.
- (b) Any occupational (on-duty) mishap which results in the inpatient hospitalization of five or more Navy personnel.
- (c) Any occupational (on-duty) mishap involving both Navy and non-Navy personnel which results in the inpatient hospitalization of five or more personnel.

The format for Appendix A shall be used to provide available information. As a minimum, the date/time of mishap, name and location of activity personnel involved, description of evolution/operation, and description of the mishap shall be furnished. Submission of the priority message report does not relieve the experiencing activity from submitting a Personnel Injury/Death Report in accordance with this instruction.

(4) Additional Information. If additional information becomes available, a follow-up report should be submitted referencing the LOCAL TIME AND DATE OF MISHAP and NAME of injured/dead person (ALPHA 3 and CHARLIE 1) on original PID report. The Commander, Naval Safety Center may also request additional information when needed.

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c. <u>Related Report</u>. Material (Property) Damage Report - When a mishap involves both injury or death, and property damage, submit one consolidated report in accordance with Appendix A, complete with Section Bravo filled in.